



ANNOUNCES AN EMPLOYMENT OPPORTUNITY
for
DEPUTY CLERK IV
(Main Jail Calendar)

- Provides lead direction for assigned legal/clerical staff; organizes, schedules and assigns work; sets priorities; reviews work.
- Trains and instructs staff in work methods and procedures; prepares training manuals and materials.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Provides assistance to staff in resolving difficult work problems; researches and resolves difficult customer service problems and questions.
- Performs a wide variety of complex and technical legal/clerical support work requiring a detailed understanding of overall court functions and procedures.
- Serves as liaison with other departments, outside agencies, concerned parties and the public to provide information, resolve problems and coordinate schedules and activities.
- Prepares and maintains a wide variety of records and reports related to assigned work.
- Operates a variety of office machines and equipment such as computers, adding machines, calculators, and microfilm equipment as needed.

MINIMUM QUALIFICATIONS:

Either I

Experience: One (1) year of experience in the class of Deputy Clerk III in Sacramento Court service.

Or II

Experience: Three (3) years experience preparing or processing legal documents, forms and records used for proceedings in a California Superior Court. Experience working in a governmental agency, legal clinic or law office is desirable.

Substitution: (1) Completion of major course work from an accredited college, university, business school or training school in a field that is related to the knowledge and abilities specified for this class; or (2) Completion of a legal assistant certificate program from an accredited business school, college, or university may be substituted for the required experience for up to one (1) year.

Knowledge of:

Considerable knowledge of California statutes relating to court procedures, such as Code of Civil Procedure, Government Code, Penal Code, Vehicle Code, Civil Code, Probate Code, Health and Safety Code, Welfare and Institutions Code, California Rules of Court; principles and practices of lead supervision and training; function and procedures of the California Superior Court system; legal terminology; California Superior Court legal process forms and their statutory filing requirements; clerical, legal, and financial recordkeeping practices and procedures; principles and practices of public relations, cashiering practices; basic arithmetic, including addition, subtraction, multiplication and division.

Ability to:

Schedule, assign and review the work of staff; provide training and guidance for staff; understand, explain, and apply codes pertaining to California Superior Court proceedings; explain laws, regulations and procedures regarding completion and filing of legal documents, ascertaining compliance and providing appropriate information to concerned parties; operate standard office machines and equipment, such as a computer, printer, calculators, copier, telephone, etc.; establish and maintain effective working relationships with others, including judges, attorneys, co-workers, and the public; read, write and speak English at a level necessary for satisfactory job performance. Type at a rate of not less than 35 net words per minute from clear copy.

DESIRABLE QUALIFICATIONS:

- Supervisory training or leadwork experience.
- Customer service training and experience.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form**, **resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Wednesday, May 11, 2005 (or until filled)**. Applications received by the final filing date of May 11, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates.
3. The best-qualified candidates will be invited to an interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Deputy Clerk IV position must submit a completed **court application form**, **resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Wednesday, May 11, 2005 (or until filled)**. Applications received by the final filing date of May 11, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

DEPUTY CLERK IV

SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe how your training and/or experience qualifies you for the Deputy Clerk IV position.

2. Describe your experience assigning and monitoring work to ensure accuracy and quality.

3. Describe your training and/or experience providing customer service. What methods would you use to promote and ensure that the Court provides quality customer service to the public and other agencies?

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

- Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.
- Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen $\frac{1}{2}$ (13 $\frac{1}{2}$) holidays per year.
- Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.
- Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.
- Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.
- Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.
- Deferred Compensation:** The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.
- Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.
- Computer Purchase Program:** Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.